

# **Emergency Action Plan**

**N. C. Department of Environment and  
Natural Resources**

## **GREEN SQUARE COMPLEX**

Physical Location:  
217 West Jones Street  
Raleigh, NC



**July 11, 2014**

# **General Emergency Action Plan**

## **Quick Reference**

### **FIRE & ALARMS**

In the event of fire alarm activation or the discovery of a fire in the building, all occupants should immediately begin exiting the building. Exits are provided at the center and either end of the building. Guest and employees not assigned to Green Square should exit with the presenter or meeting organizer to a designated assembly location.

### **MEDICAL**

In the event someone becomes ill or is in need of immediate medical attention, call 9-911. First Aid Kits and defibrillators are located on each floor behind the receptionist desk. After calling 911, notify the front desk at 919-707-8101.

### **SEVERE WEATHER**

In the event of severe weather, all building occupants should seek refuge in the restrooms, east stairwell, and/or mothers' room.

### **WORKPLACE VIOLENCE**

In the event of a threat to the building or employee, contact the State Capital Police in the lobby at (919) 707-8101 or call 9-911.

## **1. Purpose**

The Emergency Action Plan (EAP) for the Green Square Building provides guidance for anticipated emergencies. It is used to ensure the safety and well-being of the building occupants in the response to an emergency situation including fire, severe weather, medical, and threats to staff or agency.

## **2. Evacuation Information**

Upon activation of the fire alarm, all occupants shall move to the nearest marked exit. Maps and signage is located throughout the building to aid evacuation.

For physically impaired individuals, refuge can be achieved in the exit staircase. The staircases are protected areas specially designed to provide such protection. Fire Department personnel will be made aware of your location should rescue be required. It will be necessary to notify the evacuation coordinator in your area, as to your ability to evacuate. Such information will be kept as confidential as possible.

### ***2.1 Evacuation Coordinators***

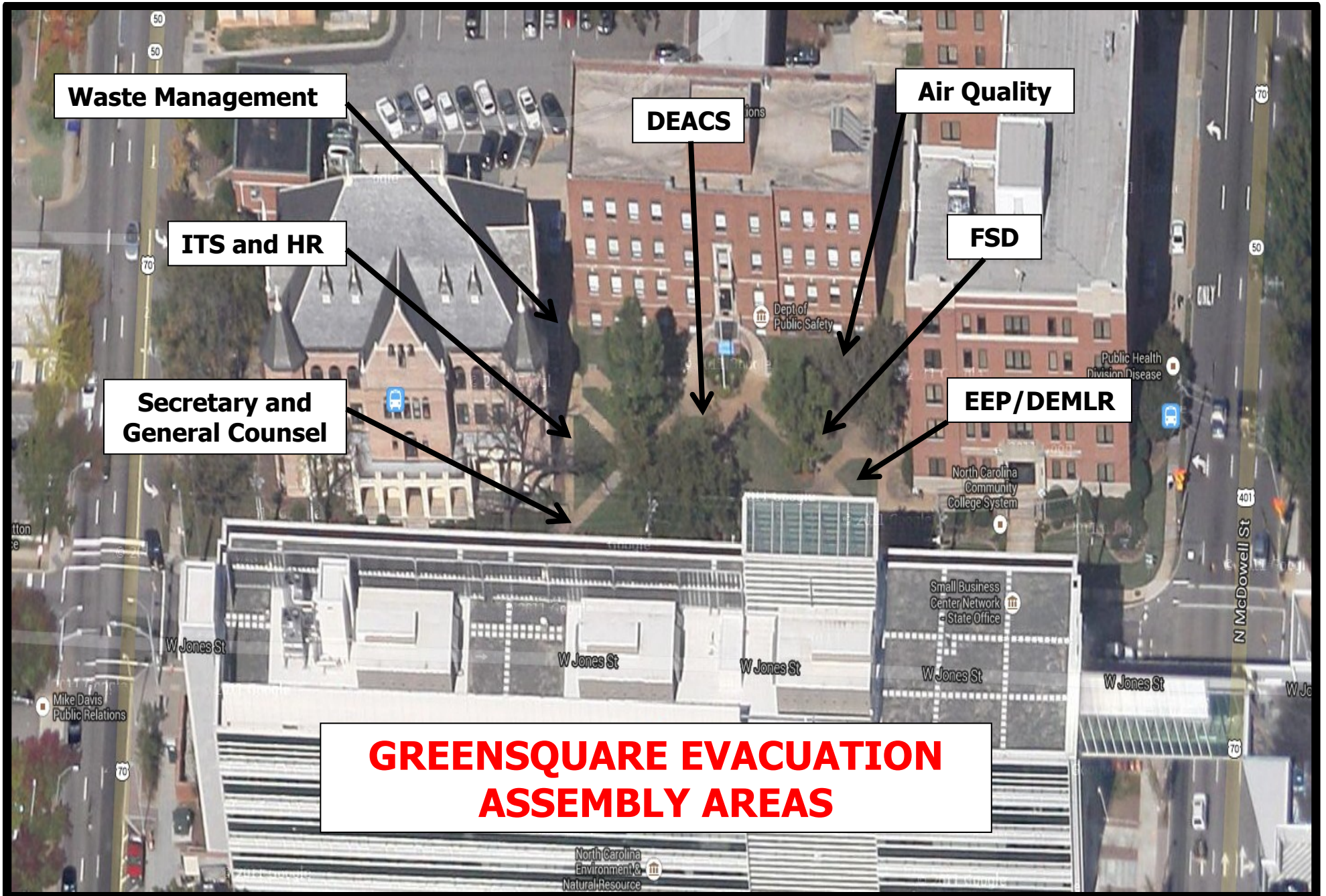
To facilitate the efficient evacuation of staff and guests, Evacuations Coordinators are responsible for maintaining an up-to-date seating chart for their respective area(s). The seating chart must be posted next to the exit door. Upon evacuation, the seating chart must be taken to the assembly location to be used for accountability. Any staff may take the seating chart on their way out.

### ***2.2 Evacuation Accountability***

If it is determined that an employee is missing, report this information (with office location) to the State Capital Police. The information will be communicated to fire department command.

## **3. Emergency Evacuation Routes and Assembly Areas**

In the event of an emergency evacuation, all building occupants should exit and assemble in the courtyard area across Jones Street. This area provides sufficient room for all occupants and guests. Please refer to Picture One for designated assembly locations for each Division/Program.



#### **4. Threats to Building and/or Staff**

Threats to the building or staff must be reported to the onsite Capital Police Office immediately. The threat will be evaluated and an appropriate action plan will be developed. Any decision to evacuate will be made by the on-site State Capital Police officer.

Restraining orders can be reported to State Capital Police voluntary.

#### **5. Severe Weather**

In the event of severe weather (thunderstorms, tornados, and high wind), refuge can be sought in the mechanical corridor in the south/west end of first floor, east stairwell, restrooms, and mothers' room. Staff will monitor weather sources to determine when the concern has concluded.

#### **6. Medical Emergencies**

In the event someone becomes ill or is in need of immediate medical attention, call 9-911. First Aid Kits and AEDs are located on each floor behind the receptionist. After calling 911, notify the front desk at 919-707-8101.

#### **Building Location**

217 West Jones  
Raleigh NC 27603